



For the week of December 1, 2014

Career Development

This week we are learning about the workplace environment including federal, state, and local employment laws, employment forms, types of employment, and employer expectations.

Keyboarding

We will be working speed and accuracy this week.

Computerized Business Applications (CBA)

The objectives for this week are to learn how to create, format, and manage tables in MS Word.

Digital Communications I & II

We are covering layout and design, and our project is to create a Christmas or holiday newsletter, incorporating articles, color and graphics.

Digital Communications III & IV

This week we are creating a radio advertisement. Students will write a script, record voice over and add in appropriate intro music and sound effects.